

## Method Statement for Works

**Project Name:** 4 Birchwood Avenue  
**Site Address:** 4 Birchwood Avenue

**Date:** 14.03.12

London  
 NW3 7NB

**Start Date/Time:** 19.03.2012

**Finish Date/Time:** 12.11.2012

**Revision no:** -

**Prepared By:** A & I Construction

**Scope of the Works:** Basement Excavation/ Underpinning to existing building structure & Complete Refurbishment of entire property.

<b>Personnel Involved:</b>	<b>Name</b>	<b>Role/Trade</b>
	Luciano	Site Manager (07597 693 093)
	Cerza	Site Forman
	Rogeirio	Carpenter
	Jairo	Skilled Labourer
	Luis	Skilled Labourer
	David	Ground Worker
	Adam	Ground Worker
	Sandro	Ground Worker

**Parking:**

No vehicles will be allowed to park on the estate, site operatives and visitors will be required to park in the Pay and Display bays on West Heath Avenue.

**Loading and Unloading:**

As far as possible all deliveries will be scheduled for between 8:30am and 4pm, we will co-ordinate with the suppliers to deliver at set times in order to avoid a queue. Most orders are made in bulk to limit the amount of deliveries.

**Skips:**

Soil will be taken away directly from site via grab lorries, other rubbish will be collected on a wait and load basis.

**Storage:**

All plant and materials will be stored on our site behind secure hoarding

**Dust Emissions:**

The carriageway will be swept daily and we will use water to dampened down any works that will create dust. If any vehicles do enter site, they will be washed down before leaving

**Recycling/Disposing:**

Materials that can be re-used will be kept on site, we will obtain a monthly recycling report as well as waste transfer notes from our disposal company. All information is stored on site in the "Site Waste Management Plan"

**Lighting:**

External spots lights only to be used when needed, especially during winter months,  
 Internal fluorescent lights and temporary festoon lights

**Plant & Equipment:**

Digger, Conveyor Belt, Kango  
 Shovels, Wheel Barrows, Concrete Mixer  
 Water Pump (to pump ground surface water to manhole)  
 Concrete Vibrator  
 Grinder, Bolt Cutters, SDS Drills  
 Temporary Support Members (Acros etc)  
 Small Excavator

**Materials:**








4 to 1 Sand/Cement Mix Concrete (Sulphate resisting Cement)  
 Steel Reinforcing Bars  
 Dry pack 1 to 1 Mix Sharp sand/Cement  
 4x2 Sawn Treated Timber  
 18mm WBP Ply.

**Other Essential Equipment:**

Trench Sheets, Trench Props, Shoring Props, Needles, Piling Rig , Skips

<b>Specific Identified Residual Hazards:</b>	Lifting/Removal of soil
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	Collapse of Trench Wall Moving of Support Props & other Heavy Members including steel reinforcing Operatives working on level above/ from height
<b>Specific Staff Training Requirements:</b>	All site based operatives to be inducted Regular tool box talks with all operatives Safety briefing on all key plant

<b>Temporary supports and Props needed to facilitate the Works:</b>	Acro props and steel girders/waling as required and designed by the engineer.						
<b>Method of Access and Egress to the Work Area:</b>	Access to the site via front door & side hoarding to right of way. Deliveries and materials loaded in through front door and side hoarding as required. Steel beams and temporary support to be stored down side of property behind A & I Hoarding.						
<b>Fall Protection Measures:</b> <small>(Where work at height cannot be eliminated – consider both Personnel &amp; Materials)</small>	Guard Rails and Exclusion Zones Covering of holes (150 x 50 timber supporting 18mm WBP) when not in use.						
<b>Hazardous Substances:</b> <small>(Attach COSHH Assessments and MSDS)</small>	ie: Lubricants/Solvents/ Flammable Materials/ Refrigerants/ Welding Gases etc						
							
	Very Toxic	Harmful or Irritant	Corrosive	Dangerous for the environment	Oxidising	Highly Flammable	Explosive
<b>Applicable:</b>	No	Yes	No	No	No	Yes	No
<b>Required Personnel Protective Equipment (PPE):</b>	<b>F</b>	<b>J</b>	<b>H</b>	<b>G</b>	<b>K</b>	<b>I</b>	<b>Other:</b>
	Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Respiratory Protection	Eye Protection	1. Hi-Viz Vest
	Yes	Yes	Yes	No	No	Yes	2. . 3. . 4. . 5. . 6. .
<b>Emergency Procedures:</b>	In case of fire, raise alarm and if possible, locate extinguisher in front entrance and put out fire. Alternatively alert the emergency services (Dial 999) and evacuate the property. Assemble on the pavement immediately outside the front gate. Contact the Site Manager Luciano on 07597 693 093						
<b>First Aid Facilities:</b>	<b>Name of On-site First Aider:</b>				Cerza		
	<b>First Aid Box Location:</b>				At the H & S Stand in the front Entrance		
	<b>Location of Nearest A &amp; E Hospital:</b>				Royal Free Hospital Pond Street London NW3 2QG 0207 794 0500		

#### Technical Information:

All operatives as well as site manager and foreman are to read this document in conjunction with:

- All appended diagrams
- Site Safety Plans
- Health & Safety Site Plan
- All workplace risk assessments

<b>Other Information &amp; Comments:</b>	<ul style="list-style-type: none"> <li>• West Hampstead Police Station number is – 0207 404 1212</li> </ul>
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All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the companies Health and Safety Policy.

**Prepared by:** Luciano Magnon

**Position:** Site Manager

**Date:** 14.03.12

**Reviewed by:** Amir Rei

**Position:** Director

**Date:** 14.03.12